

# Procurement Training Guide

LEVEL A	LEVEL 1 (BASIC PROCUREMENT AUTHORITY)
<p><b>Procurement Thresholds – Level A buyers may purchase:</b></p> <ul style="list-style-type: none"> <li>– Goods up to \$1,500 (no competitive bidding required)</li> <li>– Services up to \$4,999 (no competitive bidding required)</li> <li>– Goods or Services from Certified TSBs up to \$10,000</li> <li>– Goods or Services from Master Agreements (any amount)</li> </ul> <p><b>Required Classes</b></p> <ul style="list-style-type: none"> <li>• <b>Buying Basics</b> – online module (<a href="#">DAS Central Procurement training</a>)</li> </ul> <p><i>Note: Buying Basics is strongly recommended for all Pcardholders who do not have any other State procurement training. See the <a href="#">Iowa Pcard/Travel Card Training page</a> for web-based cardholder training requirements.</i></p>	<p><b>Procurement Thresholds – Level 1 buyers may purchase:</b></p> <ul style="list-style-type: none"> <li>– Goods \$1,501–\$5,000 (competitive bidding required)</li> <li>– Services \$5,000–\$50,000 (competitive bidding required)</li> <li>– Goods or Services from Certified TSBs up to \$10,000</li> <li>– Goods or Services from Master Agreements (any amount)</li> </ul> <p><b>Required Classes</b></p> <ul style="list-style-type: none"> <li>• <b>Procurement Code Series</b> – (6) online modules (<a href="#">DAS Central Procurement training</a>); prerequisite for classroom training</li> <li>• <b>Introduction to State Procurement (PDS)</b> – half-day classroom session</li> <li>• <b>Basics of I/3 Financial (SAE)</b> – See <a href="#">I/3 webpage</a> for training calendar; prerequisite for Solicitation Process and Iowa VSS (required if posting solicitations to Iowa VSS)</li> <li>• <b>Solicitation Process and Iowa VSS (SAE)</b> – required of all users posting to Iowa VSS</li> </ul>
LEVEL 2 (ADVANCED PROCUREMENT AUTHORITY)	LEVEL 3 (DAS CENTRAL PROCUREMENT ONLY)
<p><b>Procurement Thresholds – Level 2 buyers may purchase:</b></p> <ul style="list-style-type: none"> <li>– Goods \$5,000–\$50,000 (competitive bidding required)</li> <li>– Services &gt; \$50,000 (competitive bidding required)</li> <li>– Goods or Services from Certified TSBs up to \$10,000</li> <li>– Goods or Services from Master Agreements (any amount)</li> </ul> <p><b>Required Classes</b></p> <ul style="list-style-type: none"> <li>• <b>Procurement Code Series</b> – (6) online modules (<a href="#">DAS Central Procurement Training</a>); prerequisite for classroom training</li> <li>• <b>Introduction to State Procurement (PDS)</b> – half-day classroom session</li> <li>• <b>Advanced Procurement Certification (PDS)</b> – full-day classroom session</li> <li>• <b>Basics of I/3 Financial (SAE)</b> – (link to SAE training calendar); prerequisite for Solicitation Process and Iowa VSS (required if posting to Iowa VSS)</li> <li>• <b>Solicitation Process and Iowa VSS (SAE)</b> – required of all users posting to Iowa VSS</li> <li>• <b>Introduction to Public Procurement (NIGP)</b> – full-day classroom session</li> <li>• <b>Legal Aspects (NIGP)</b> – full-day classroom session</li> <li>• <b>Procurement Project Management (PDS)</b> – Required recertification every two years</li> </ul>	<p><b>Procurement Thresholds:</b></p> <ul style="list-style-type: none"> <li>– Goods &gt; \$50,000 (competitive bidding required)</li> <li>– Services &gt; \$50,000 (competitive bidding required)</li> <li>– Goods or Services from Certified TSBs up to \$10,000</li> <li>– Goods or Services from Master Agreements (any amount)</li> </ul> <p><b>Required Classes</b></p> <ul style="list-style-type: none"> <li>• <b>Procurement Code Series</b> – (6) online modules (<a href="#">DAS Central Procurement Training</a>); prerequisite for classroom training</li> <li>• <b>Introduction to State Procurement (PDS)</b> – half-day classroom session</li> <li>• <b>Advanced Procurement Certification (PDS)</b> – full-day classroom session</li> <li>• <b>Basics of I/3 Financial (SAE)</b> – (link to SAE training calendar); prerequisite for Solicitation Process and Iowa VSS (required if solicitations to Iowa VSS)</li> <li>• <b>Solicitation Process and Iowa VSS (SAE)</b> – required of all users posting to Iowa VSS</li> <li>• <b>Introduction to Public Procurement (NIGP)</b> – full-day classroom session</li> <li>• <b>Legal Aspects (NIGP)</b> – full-day classroom session</li> <li>• <b>Procurement Project Management (PDS)</b> – Required recertification every two years</li> </ul>